

## **GROUNDS MAINTENANCE ASSISTANT**

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**DEPARTMENT:** James City Service Authority/Utility Operations

### **NATURE OF WORK:**

Performs manual labor and semiskilled work in the landscaping and maintenance of JCSA grounds and planted areas. Work is performed under the continuing supervision of a crew leader.

### **ESSENTIAL FUNCTIONS OF THE JOB:**

Mows lawn areas with riding mower, push mowers, or tractor bush hog.

Edges grass from hard surfaced areas.

Rakes leaves.

Plants annuals and shrubbery in selected flower beds and around building perimeters as designated.

Places topsoil; grades, seeds, and fertilizes JCSA grounds as directed.

Applies fertilizers and herbicides as directed in accordance with approved practices.

Waters lawns and shrubs as directed.

Removes weeds from planted areas.

Trims and shapes shrubbery.

Clears snow from sidewalks and makes passageways around the JCSA buildings as needed.

Maintains grounds-keeping equipment by performing preventive maintenance and minor corrective maintenance.

Performs street and sidewalk cleaning, removal of trash from grounds, and minimum emergency custodial duties as directed.

Moves office furniture, boxes, etc., as requested.

Assists in building renovations and special construction projects as required. Paints interior and exterior of Service Authority buildings.

Assists with fire hydrants and water flush stations.

Works with JCSA operations in an on-call rotation of assistants.

Performs work safely in accordance with departmental safety procedures and the County Safety Program. Operates equipment safely and reports any unsafe work condition or practice to supervisor.

Performs other related duties as assigned.

**JOB LOCATION AND EQUIPMENT OPERATED:**

Operates grounds-keeping equipment, power tools, and hand tools. Drives County vehicle to assigned work location. Duties are performed outdoors in all weather conditions.

**REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES:**

Some knowledge of the techniques of landscaping and grounds care.

Ability to perform strenuous physical labor.

Ability to operate gasoline powered grounds keeping equipment and electric hand tools.

Ability to deal courteously with the public.

Ability to follow oral and written instructions.

**MINIMUM QUALIFICATIONS:**

Some experience in the operation of grounds-keeping equipment and in grounds-keeping techniques; or any equivalent combination of acceptable education and experience providing the knowledge, abilities, and skills cited above.

**NECESSARY SPECIAL QUALIFICATIONS:**

Must possess a valid Virginia driver's license and have an acceptable driving record based upon James City County's criteria.